

INFORMATION FOR INCOMING STUDENTS KA107 and KA171, ERASMUS+

1 FINANCIAL SUPPORT

Erasmus+ students receive financial support as follows:

SCHOLARSHIP:

EUR 800 per month

Exchange students receive a monthly scholarship on their account and can spend the funds as per their choice. This is settled in the Grant agreement. Students are entitled to this scholarship on the basis of the agreement and do not need to provide any invoices in order to receive the grant.

TRAVEL COSTS REFUND

Travel costs are limited to the following amounts (depending on the country):

- a. 180€ BiH - Slovenia - BiH
- b. 275€ Montenegro - Slovenia - Montenegro
- c. 275€ Ukraine - Slovenia – Ukraine (320€ for green travel)
- d. 275€ Albania - Slovenia – Albania (320€ for green travel)
- e. 360€ Georgia – Slovenia – Georgia
- f. 820€ United Arab Emirates – Slovenia – United Arab Emirates

Travel costs include transport from home county (city) to the LSB (Ljubljana, Slovenia) and back.

For transport to mobility and return home, invoices for the purchase of tickets (plane, train, taxi, bus, ...) need to be provided. In the case of transport by car, the kilometers travelled are charged at a price of 0.43€/km, attach an invoice for any vignettes and toll payments.

Common costs, NOT COVERED by the Erasmus+ program:

- a) Accommodation during the exchange
- b) Food
- c) Local transport
- d) Insurance

Payment

The participant receives the first scholarship before leaving for mobility. **The rest is transferred to the student's account in monthly installments. Travel expenses are paid according to the invoice and attached documents (invoices, tickets, etc.) Please make sure you save the receipts for transport, highway tolls, insurance etc.**

All funds are transferred to the participant's account and cannot be withdrawn in cash. In Slovenia, it is common to use payment cards and withdraw cash at ATMs.

2 TRAVELLING TO LJUBLJANA

By airplane

Plane ticket prices may vary significantly from one provider to another, and the service varies as well. Before booking, check the amount of luggage, included in the price. Usually, when purchasing a plane ticket, we also pay the risk of cancellation (especially in current times).

Also, make sure the name you provide when booking a plane ticket is exactly the same as stated on your documents (passport or ID card).

Slovenia has one airport, [Ljubljana Airport](#) (LJU). It is located approximately 20km from Ljubljana. You can take a taxi from the airport to the city or book a [GOOPTI](#) transfer, which is cheaper, but you will most likely share the ride with other passengers.

The closest airports to Ljubljana are Zagreb (Croatia), Vienna, Graz (Austria), Trieste or Venice (Italy) and Budapest (Hungary).

By train

The main train station is located directly in the center of Ljubljana. To check possible railway connections, choose *International transport* on the [Slovenian railways web page](#).

By bus

The main train station is located directly in the center of Ljubljana. To check possible railway connections, choose international transport on the [Ljubljana bus station web page](#).

3 GETTING AROUND IN LJUBLJANA

Transport around Ljubljana is easy with city transport:

- Bus [connections are pretty good](#), one fare is EUR 1.30, however, you cannot pay for city bus fares in cash. Those wishing to travel on Ljubljana city buses, should purchase the Urbana public transport card, available from LPP ticket offices, tourist information centers and most of the city's newspaper kiosks, news-stands and post offices.
A subsidized Urbana card is available for students, please see [here](#).

The bus stop for bus No 6 and 6b in front of our school is called Glince (No 703082). The bus stop across the street (direction city center) is also called Glince (but No 703081). You can check the timetables [here](#).

- Rent-a-bike BicikeLJ is available for the sunny days. More [here](#).
- Taxi service is widespread in Ljubljana, however, we do not have Uber in Slovenia. Avoid getting a cab ad hoc, we suggest you call for it, it might be much cheaper. Always choose the car with an obvious Taxi sign. A few taxi services: [Taxi METRO](#) (provides a useful app), [Taxi CAMEO](#) (also provides an app), [Taxi LAGUNA](#).
- Since the city is quite small, you will probably be getting around on foot most of the time.

4 ACCOMMODATION

Currently, campus accommodations and dormitories are not available for Erasmus+ students.

However, hostels or private rooms are a good option. Students can also find an apartment on [Airbnb](#) or here: [Student housing and accommodation for students Ljubljana, Slovenia | Erasmusu.com.](#)

The location of our school is [here](#).

5 MEALS

Student meals for Erasmus+ students are subsidized through meal vouchers, that is a benefit for all students with an active student status in Slovenia. Each student receives around 22 vouchers monthly (depending on the number of working days in the respective month), the value of one voucher is 2,82 EUR. Students receive the vouchers free of charge.

Some canteens offer a full meal in exchange for a voucher, however, most restaurants require extra payment up to approximately 4,30 EUR. For this price, usually a complete lunch is served (soup, main course, salad, dessert).

Between using two vouchers at least 4 hours must pass.

More info [here](#).

Many students cook their own meals. To get an idea of food prices in Slovenia, you can check two on-line grocery stores (only available in Slovene): [Mercator](#) and [SPAR](#), we also have [Hofer](#) (Aldi) and [Lidl](#), which are discounters, so prices can be lower. Food market with fresh local fruit and vegetables is active in the center and at some other locations around the city.

6 THE INSURANCE

The participants are responsible for insuring themselves and their luggage on the way. The arrangements of insurance should be taken care of prior to leaving for the mobility.

7 THE VISA AND OTHER DOCUMENTS

Students need to acquire all required documents on their own, but we are happy to assist.

Please keep in mind, that for longer stays (over 90 days), a visa might be required. Check ahead at the Embassy of Slovenia in your country. You can apply for a visa three months prior to departure, but no later than 15 calendar days before.

The application will most likely require you to present:

1. A valid passport (should not expire for at least a few months after returning home).
2. An appropriate formal photography
3. A proof of Means of Subsistence (proving financial sufficiency, in this case this is the Erasmus scholarship agreement)
4. A confirmation of being chosen for the mobility (provided by your or our school).
5. A confirmation of accommodation for the whole duration of the intended stay in Slovenia (provided by the accommodation you will book)

You can get some information here (choose your respective country of origin):

<https://www.gov.si/en/registries/countries/>

8 THE COVID SITUATION

Due to the fast-changing epidemic situation, make sure you follow the current information regarding the measures and restrictions. At the moment, no restrictions are active. You can find current info [here](#) and [here](#).

9 STUDY PROCESS – SPRING 2023

The “Erasmus+ Semester” starts on February 27th and ends on May 24th 2023.

The courses that will be held in English in this spring are:

- LEADERSHIP
- BUSINESS ENGLISH 1
- PROJECT AND EVENT MANAGEMENT
- CAREER ORIENTATION
- BUSINESS PROCESS MANAGEMENT
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The description of syllabus and information about ECTS are available [HERE](#).

10 CONTACT INFO

Špela Pregl, Erasmus Coordinator at Ljubljana School of Business

spela.pregl@vspv.si